

NOMINATION COORDINATORS

What are the main responsibilities of the nomination coordinator?

PUBLICITY

Let everyone know about the opportunity to submit nominations!

Provide copies of the criteria booklet and the nomination form to nominators.

Do you have an in-house newsletter? Use it to announce the nomination opportunity

Don't forget to send information to managers or supervisors in your organization.

GET THE WORD OUT!

REVIEW NOMINATIONS BEFORE THEY ARE SUBMITTED TO US

Be sure they are nominated in the correct category, using the form provided. . Refer to the Nomination Criteria Booklet that defines the award categories. They are fairly self-explanatory. However there are a few things that need to be emphasized:

- Make sure that all names are spelled correctly and complete, include phonetic spelling, please!
- Indicate agency name EXACTLY as it should appear on their awards. **VERY IMPORTANT.**
- Supervisors should not be nominated in categories 1, 3, 4, 5 or 6.
- Team Leaders who are not full-fledged supervisors should be nominated in the appropriate non-supervisory category.
- Category 1 - Professional Be particularly careful on who is nominated in this category. Sometimes we generically refer to all two-grade interval jobs as professional. In this case, professional is appropriate only for positions which require specialized education or licensing. All other two-grade interval nominees should be in either Category 3 - Specialist or Category 4 - Law Enforcement Program.

Also, please pay particular attention to the following eligibility items:

- Duty Station of the nominee must be in the Illinois counties of Cook, DeKalb, Du Page, Grundy, Kane, Kendall, Lake, McHenry or Will in Illinois; Lake or Porter in Indiana.
- Permanent Employee — All nominees must be permanent employees.
- Military Personnel can be nominated as long as they are performing work that is civilian in nature.
- Previous Winners are ineligible, but previous nominees can be nominated again with an updated nomination.
- Only the nomination form included in the package, OR available online should be used. No attachments should be added. Please be sure that all sheets are included before sending in the nomination. The nomination should be typed and single-spaced.
- Signature requirement - The nomination must be signed by the head of the agency or an official designee.
- Original/Copies - It is critical that the original form and 3 copies (a total of 4) are submitted. Three panelists will be screening each nomination simultaneously, but independently, thus the need for three copies.

Check to make sure applications are complete.

BE CREATIVE AND COMMITTED

Here are a few ideas:

- Review the factor evaluation weights to determine impact of scoring. The panelists will consider timeliness of achievements. The most important will be those accomplishments within the past year. These awards are annual awards not career service type awards.
- Share the nomination criteria booklet with nominators as it contains important information about what should and should not be included under each factor and the criteria that will be used in judging.
- A distinctive award will be presented to the employee selected as outstanding in each category. Finalists in each of the eleven categories will also receive an award and will be recognized at the FEB awards ceremony on May 2, 2006. All other nominees will receive personalized appropriate recognition. All nominees will be listed in the program, and acknowledged as a group at the luncheon.

- There will be three to five finalists in each category. The runners up will be recognized individually at the luncheon.
- The outstanding employee in each category will receive an award presented by the judge of that category.
- The due date for nominations is March 3, 2006. It is critical we receive nominations by March 3, 2006 because extensive time is needed to allow for the screening process, the judging process, ordering awards, photograph reproduction, and including the names in the printed programs. These tasks require significant lead-time to accomplish. NO EXTENSIONS!

We're counting on **YOU** to help make this event a success